



**CITY OF WILLIAMSBURG**  
**MEMORANDUM**

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**TO: Planning Commission**

**DATE: January 8, 2004**

**SUBJECT: 2005 Williamsburg Comprehensive Plan Process**

This memo outlines a suggested process for the preparation of the 2005 Comprehensive Plan. The Plan will be prepared for the Planning Commission by the Planning Department. A Planning Commission recommendation to City Council is expected by the end of the year.

**Preparation for the Update – January to March 2004**

- ◆ Review major parcels of land available for development or redevelopment (Commission briefed on December 17, 2003)
- ◆ Review progress made on recommendations from the 1998 Comprehensive Plan (scheduled for January 12, 2004 work session)
- ◆ Discuss Comprehensive Plan process with City Council (scheduled for February 2, 2004 work session)
- ◆ Review history of Comprehensive Planning in Williamsburg – outline major differences and similarities between the plans of 1953, 1968, 1981, 1989, and 1998
- ◆ Initial Planning Department meetings/contacts with the following groups about Comprehensive Plan issues:
  - Neighborhood Council (scheduled for February 7, 2004))
  - Williamsburg Area Chamber of Commerce (Convention & Visitors Bureau, Hotel & Motel Association)
  - Williamsburg Land Conservancy (held December 2, 2003)
  - Beautification Advisory Committee (meeting on January 20, 2004)
  - Architectural Review Board
  - Industrial Development Authority (held October 28, 2003)
  - Williamsburg Redevelopment & Housing Authority
  - Sentara Reuse Community Advisory Committee
  - Williamsburg/James City County Schools
  - Williamsburg Area Association of Realtors (scheduled January 23, 2004)
  - Historic Triangle Corridor Enhancement Committee
  - Regional Issues Committee (scheduled January 27, 2003)
  - College of William & Mary
  - Colonial Williamsburg Foundation
  - Merchants Square Association

- Colonial National Historical Park
- James City County planning staff
- York County planning staff
- ◆ Prepare outline of public participation process
  - Maintain mailing list of interested citizens and organizations
  - Create special section on City web site for Plan update
  - Utilize existing organizations (see above) and meet with select organizations during scheduled work sessions
  - Public meetings
    - Work sessions
      - \* At least two work sessions per month
      - \* Open forum at each work session
    - Thematic meetings
      - \* History of Williamsburg's Comprehensive Planning
      - \* Residential neighborhoods and housing
      - \* Commercial areas and economic development
      - \* Community Character
      - \* Infrastructure
    - Presentation of the plan
      - \* Plan drafts/progress reports posted on City web site
      - \* Meet with community organizations
      - \* Special information meetings
      - \* City quarterly newsletter inserts
      - \* Special TV program(s)
- ◆ Work with Sharpe Students on survey of college students as input to the Comprehensive Plan (presentation to Planning Commission scheduled for April 14, 2004)
- ◆ Work with Assistant City Manager on a presentation to Planning Commission on the results of the Citizen Surveys since the 1998 Comprehensive Plan
- ◆ Special Planning Commission information session to discuss Comprehensive Plan issues with citizens

#### **The Update – April to December 2004**

- ◆ Develop an outline of the Comprehensive Plan Update
  - 150 pages maximum
  - Abandon Planning Area concept and concentrate on thematic areas
- ◆ Possible table of contents
  - Introduction
  - Review/Analysis of past plans
  - Goals
  - Demographics

- Community Character – the natural and built environments
- Residential Neighborhoods and Housing
- Institutions (CW and W&M)
- Commercial areas and economic development
- Infrastructure – utilities, transportation, parks, community facilities
- Recommendations for Implementation
- ♦ Preparing the Plan
  - Reed Nester – overall supervision and writing
  - Carolyn Murphy – mapping, historic areas, urban design
  - Jason Beck – existing land use survey
  - John Catlett – housing
  - Jodi Miller – economic development
  - Other City staff as needed (Dan Clayton and Steve Martin – Public Works and Utilities, Paul Hudson – Parks and Recreation, etc.)
  - Possible consulting services needed – artwork and mapping, demographic and economic analysis, transportation

#### **Adoption Process**

- ♦ Planning Commission final public hearing
- ♦ Planning Commission recommendation to City Council in December 2004
- ♦ City Council review of recommended Plan in January/February 2005
- ♦ City Council adoption of Plan in March 2005



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Planning Director